

DEPARTMENT OF THE NAVY

COMMANDER NAVY REGION SOUTHWEST 937 NO. HARBOR DR. SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 11350.1 N46MA **0** 9 JUL 2004

COMNAVREGSW INSTRUCTION 11350.1

Subj: REGIONAL CONSTRUCTION AND DEMOLITION DEBRIS (C&D) LANDFILL DIVERSION

Ref:

- (a) OPNAVINST 5090.1B
- (b) COMNAVBASE SAN DIEGO CA 140607Z Aug 97
- (c) DODINST 4715.6
- (d) SOUTHWESTNAVFACENGCOM Regional Guide Specification Section 01573, Construction Waste Management, 30 Jun 97; Section 01576, Temporary Environmental Controls, 1 Feb 99; Management, 30 Jun 97
- (e) SOUTHWESTNAVFACENGCOMINST 5090.3
- Encl: (1) Local Projects Opportunity Assessment Form
 - (2) Construction Waste Management Plan Review Flow Chart
 - (3) Process to Estimate Construction and Demolition Debris (C&D) Diverted from the Miramar Landfill
 - (4) Landfill Coupon Process Flow Chart
 - (5) Construction and Demolition Debris (C&D) Awareness and Operations Training Syllabus
 - (6) Construction and Demolition Debris Training Schedule
- 1. <u>Purpose</u>. The Navy is vigorously pursuing programs to maximize the diversion of materials entering the landfills, particularly construction and demolition debris (C&D) and land clearing materials. References (a) and (b) both recognize that the Navy's best interests are served through recycling and/or reuse and proper management of C&D. This instruction establishes policy to formally address the issue of C&D management and diversion, within the Commander, Navy Region Southwest (COMNAVREGSW) Area of Responsibility (AOR).
- 2. Cancellation. COMNAVREGSWINST 5090.1.

3. Scope

a. This instruction has been expanded to incorporate and implement policy for C&D diversion at the regional activities, complexes, and installations within the COMNAVREGSW AOR. This instruction is to be utilized in conjunction with existing local instructions to provide more stringent management and diversion of C&D and land clearing materials throughout COMNAVREGSW AOR. Where discrepancies or anomalies occur, this instruction shall

take precedence to provide clarity to any local facility instructions as COMNAVREGSW Solid Waste Diversion Management responsibilities expand throughout the AOR.

- b. This instruction shall apply to all Navy entities in the AOR that prepare construction documents, manage construction/demolition projects and/or use landfills, transfer stations or material recovery facilities for waste disposal. As an example, though not limited to this list, the following entities shall adhere to this instruction:
- (1) Southwest Division, Naval Facilities Engineering Command (SOUTHWESTNAVFACENGCOM)
 - (2) Public Works Center, San Diego (PWC)
 - (3) Public Works Departments (PWD)
 - (4) Construction Battalion Detachments and Units
 - (5) Self-Help
- (6) Navy activities (e.g. NEX, MWR, DECA) that generate C&D.
- 4. Background. Reference (a) establishes a goal of forty percent solid waste diversion from landfills. References (b) and (c) reinforce the position, that it is in the best interest of COMNAVREGSW and of the Navy to divert C&D from landfills for both financial and environmental benefits. In a proactive manner, the Navy has outlined an internal plan to assist the cities in the State of California and the City of Fallon, Nevada in reaching their solid waste diversion goals. In that plan, proper management of C&D and land clearing materials is paramount.

5. Policy

- a. C&D management and diversion shall be practiced on all COMNAVREGSW construction/demolition projects managed and executed within the region.
- b. The COMNAVREGSW Integrated Solid Waste Management Program (ISWMP) Office and/or Regional Activity Solid Waste Coordinator shall work closely with the design/contract agent during the development of the requirements for the contract documents on all projects, so that the diversion requirements are incorporated into the contract. The ISWMP/Regional Activity Solid Waste

Coordinator shall be informed of, and will attend, the pre-design meeting for the design-build contracts, to ensure the contractor maximizes diversion efforts during demolition and/or construction.

6. Specification

- a. SOUTHWESTNAVFACENGCOM and its subordinate commands have developed and implemented references (d) and (e). These instructions, along with the specifications, provide guidance and policy for C&D diversion on construction/demolition projects managed by SOUTHWESTNAVFACENGCOM.
- b. PWC, San Diego has developed diversion goals and included requirements into their contracts. To assure consistent practices, sections of the SOUTHWESTNAVFACENGCOM instruction and specifications are incorporated into their contracts.
- c. For local projects (i.e. Seabees, Self-Help, MWR or Public Works Shops) the Public Works Officer (PWO) shall ensure solid waste diversion goals similar to those in construction contracts are implemented in construction and demolition projects performed by government personnel. Enclosure (1) is a sample of Local Projects Opportunity Assessment.

7. Submittals

- a. For construction contracts, as part of the design, an Opportunity Assessment shall be performed for the project (similar to enclosure (1)). The Opportunity Assessment will evaluate waste management practices that can feasibly be utilized on the project and will list types of waste generated and estimate quantities for the project. Using the Opportunity Assessment, the contractor shall conduct a site assessment, verify the types and quantities of materials on the project that are anticipated to be feasible for on-site processing or source separation for re-use and recycling and, shall note the procedures intended for a recycling, re-use or salvage program. Both the Opportunity Assessment and the contractor's Project Solid Waste Management Plan shall be submitted to the project manager and the COMNAVREGSW ISWMP office, or the Regional Activity Solid Waste Coordinators office for review and approval. A flowchart describing the process of review and approval for the Project Solid Waste Management Plan submittal is included in enclosure (2). If approval has not been received at the end of three working days from the ISWMP office, the plans shall be considered "de facto" approved.
- b. For local projects, the PWO or designee shall do the Opportunity Assessment and shall complete a Project Solid Waste

Management Plan listing diversion procedures for the project. This requirement applies only when no outside contractor is involved (PWC, Seabee, Self Help, etc.). The Opportunity Assessment, along with a Project Solid Waste Management Plan, shall be submitted to the COMNAVREGSW ISWMP office or the Regional Activity Solid Waste Coordinators office for review and acceptance. Enclosure (1) shall be used for the Opportunity Assessment.

- c. C&D management requires extensive and comprehensive record keeping of waste generation and diversion. The contractor shall submit a C&D Diversion Summary, enclosure (3), attached with his progress payment invoice whenever there is diversion/recycling to report. The contracting officer or their designee shall forward the C&D Diversion summary to the COMNAVREGSW ISWMP office or the Regional Activity Solid Waste Coordinators office within five days of receipt. This form will be provided to PWC, PWOs, and SOUTHWESTNAVFACENGCOM for distribution to their contractors. Enclosure (3) shows the C&D Diversion Summary along with instructions on how to complete the form.
- d. For local projects the PWO or his designee shall submit a completed C&D Diversion Summary to the COMNAVREGSW ISWMP office or the Regional Activity Solid Waste Coordinators office monthly.
- e. All the submitted data from the Regional Activity installations shall be sent to the ISWMP office. Semi-annually, or as needed, the COMNAVREGSW ISWMP office will publish diversion quantities and data and submit to PWC, SOUTHWESTNAVFACENGCOM, PWOs and Regional Activity Solid Waste Coordinators.

8. <u>Landfill Coupons (Metro Area Only)</u>

a. The estimated total waste generated on the project minus the C&D diverted shall determine the total waste that will be disposed at the landfill. The quantity of anticipated waste generated on the project taken to the landfill shall be specifically noted in the Project Solid Waste Management Plan. Free tipping, in the form of landfill coupons shall be provided to the contractor based on the Opportunity Assessment. The COMNAVREGSW ISWMP office will request landfill coupons from the City of San Diego for the project. These coupons will be issued to the project manager for distribution to the contractor. In no case shall more coupons be distributed to the contractor than specifically designated in the Opportunity Assessment.

- (1) In the case of local projects, the COMNAVREGSW ISWMP office shall be notified, as loads are ready for transport to the landfill (Acceptance of the Solid Waste Management Plan and the Opportunity Assessment by the ISWMP office fulfill this requirement).
- (2) Load spot checks <u>may</u> be requested by the COMNAVREGSW ISWMP office to ensure it does not contain recyclable materials before the coupon will be given for that load.
- b. Coupons are required for all contractor and Navy vehicles entering the landfill. The Project Managers shall distribute coupons to the contractors when needed for their respective projects. The city will refuse entry to the landfill to vehicles not in the possession of an approved coupon for the material being disposed at the landfill.
- (1) Four different waste types are permitted to be taken to the landfill: general refuse, C&D, clean green and clean soil. These four different wastes will be identified at the landfill using a color-coded coupon system. Vehicles containing general refuse shall be admitted to the landfill with a white coupon. Vehicles containing C&D that cannot be recycled shall be admitted to the landfill with a blue coupon. Vehicles containing clean green shall be admitted to the landfill with a green coupon. Vehicles containing clean soil shall be admitted to the landfill with a brown coupon. Efforts shall be made to segregate materials into these four categories without cross contaminating the loads that are scheduled for diversion.
- (2) General refuse that will be taken to the landfill shall consist of items such as, but not limited to: food waste and wrappers, bubble-wrap, Styrofoam, contaminated cardboard and similar items that are not readily recyclable.
- (3) C&D that will be permitted to enter the landfill shall consist of items such as, but not limited to: asphalt shingles, painted wood, loads produced from clearing and grubbing operations that produce organics containing greater than ten percent soil and loads of this nature that are not readily recyclable commodities.
- (4) Clean green that will be permitted to enter the landfill shall consist of clean green material which includes leaves, grass clippings, shrubbery, brush, tree trunks, limbs and branches less than ten feet long or six inches in diameter that are appropriate for mulching and composting. Clean green can also include clean wood scraps including lumber, plywood, broken pallets, wood blocks and shaving appropriate for mulching and composting. Clean green DOES NOT include palm trees, palm

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fronds, succulents, pampas grass, coral tree, bird of paradise or other fibrous types of greenery. Clean wood scraps DOES NOT include chipboard, particleboard and chemically treated or painted wood or wood shingles.

- (5) Clean soil that will be permitted to enter the landfill shall be soil free of debris and contamination such that it meets the criteria set forth by the landfill engineer for acceptance as landfill daily cover material. From time to time, when necessary and if practical, the contractor may be requested to deliver clean soil loads to either the Arizona Landfill or Chollas Creek Landfill by COMNAVREGSW solid waste personnel and the City Landfill Engineer.
- (6) Enclosure (4) is a flowchart describing the process of coupon receipt and distribution.
- c. The COMNAVREGSW ISWMP office shall conduct unannounced periodic landfill spot-checks. At such time contractor and Navy vehicles entering the landfill will be routed to the side upon entry where a COMNAVREGSW professional will inspect their load, check what location and project they came from, and check for coupons.
- Training. The City of San Diego and the Navy developed a one-hour C&D training course. Awareness training, for supervisors, contracting officers and planners as well as an operational training for front line managers has been developed. Representatives from the City, PWC, SOUTHWESTNAVFACENGCOM and COMNAVREGSW ISWMP office will present this training to provide awareness and methods for diversion on construction/demolition projects. This training shall be required for personnel involved in construction/demolition projects. The COMNAVREGSW ISWMP office as well as the Regional Activity Solid Waste Coordinators shall establish a training program and schedule. Regional Activity Solid Waste Coordinators shall utilize the training courses developed in the Metro area and refine it for presentation at their respective complexes and installations. Enclosures (5) and (6) are the syllabus for both the awareness and training courses, and a proposed standardized Metro area annual training schedule.
- 10. <u>Implementation</u>. This instruction shall become effective immediately for all new and on-going construction/demolition projects within the COMNAVREGSW AOR.

- a. All projects that are begun prior to the issuance of this instruction shall be phased into compliance with this instruction by 1 September 2004.
- b. COMNAVREGSW AOR professionals will work with the contract managers/administrators and contractors to achieve diversion on these projects to whatever means possible, including creating an amendment to the existing contract or work orders, if necessary to obtain C&D recycling.

A. D. BRUNHART
Executive Director

Copy to:

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Local Projects Opportunity Assessment Form

In the case of local projects (i.e. Seabees, Self-help or Public Works Shops) the Public Works Officer or his designee shall complete this form for each individual project. This opportunity assessment shall be submitted to the COMNAVREGSW Solid Waste Program office or the Regional Activity Solid Waste Coordinator's office, and will be used to determine landfill coupons issued for the project.

Project Title
Brief Project Description
Project POC & Phone Number
Project Duration
Estimated Waste Stream Quantities Generated on this Project
Commodity Estimated Quantity Generated
Concrete
Asphalt
Clean Fill*
Gravel*
Brick*
Organics*
Metal
Wood*
Cardboard

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Gypsum*	_
Roofing Materials/Shingles*	
Textiles*	
Other	
NOTE: Commodities noted with an (*) are eligible for MIRAMAR Landfill Disposal Coupons All other commodities listed with a	-

NOTE: Commodities noted with an (*) are eligible for MIRAMAR Landfill Disposal Coupons. All other commodities listed must be sent to an appropriate recycling facility.

NOTE: When contractually agreed upon, or when contractors agree to donate material to the facility recycling program, the COMNAVREGSW AOR ISWMP Program may provide containers for recyclables upon request. However, the final decision to provide container(s) lies with the Activity Solid Waste Coordinator.

POCs are:

Mr. Dan Manjarrez, Metro Area Transportation Coordinator, at (619) 556-8162.

Mr. Cecil Cook, Recycling Site Coordinator, NAS Fallon, at (775) 426-2274

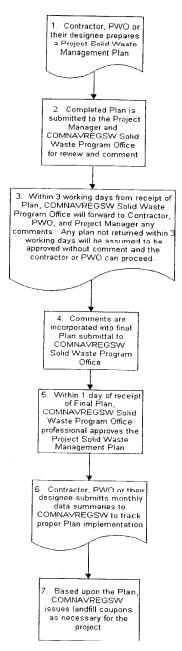
Mr. Greg Ollivier, Recycling Site Coordinator, NAS Lemoore, at (559) 998-3229

Mr. Bruce Belluschi, Recycling Site Coordinator, NB Ventura, at (805) 982-1929

Mr. Dan Gandara, Recycling Site Coordinator, NWS Seal Beach, at (562) 626-7513

Mr. Jose Galvan, Recycling Site Coordinator, NAF El Centro, at (760) 339-2283

Construction Waste Management Plan Review Flow Chart



Process to Estimate Construction and Demolition Debris (C&D) Diverted from the Miramar Landfill For Commander, Navy Region Southwest Integrated Solid Waste Program Office

- 1. A completed "Construction and Demolition Debris (C&D) Diversion Summary", form (next page), shall be attached to each monthly invoice. The quantities of materials diverted from the landfill shall be entered on the form, as well as where the materials were delivered. Weight tickets from the recyclers where the materials were delivered shall be attached to the form. This procedure has been established to gain accountability for C&D and to minimize the effort to comply with mandated regulations. Do not record refuse taken to the landfill on this form. The respective project managers shall forward the "C&D Diversion Summaries", with weight tickets attached, to COMNAVREGSW ISWMP office within five (5) days of receipt from the contractors.
- 2. In the case of local projects (Seabees, Self-help or Public Works Shops) and any other internal Navy projects where contractors are not involved, the PWO or his designee shall submit the form each month directly to the COMNAVREGSW ISWMP office or to the Regional Activity Solid Waste Coordinator's office.

NOTE: COMNAVREGSW AOR ISWMP Program will provide containers when available for recyclables upon request!

POCs are:

Mr. Dan Manjarrez, Metro Area Transportation Coordinator, at (619) 556-8162.

Mr. Cecil Cook, Recycling Site Coordinator, NAS Fallon, at (775) 426-2274.

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Mr. Jose Galvan, Recycling Site Coordinator, NAF El Centro, at $(760)\ 339-2283$.

Construction & Demolition Debris Diversion Summary

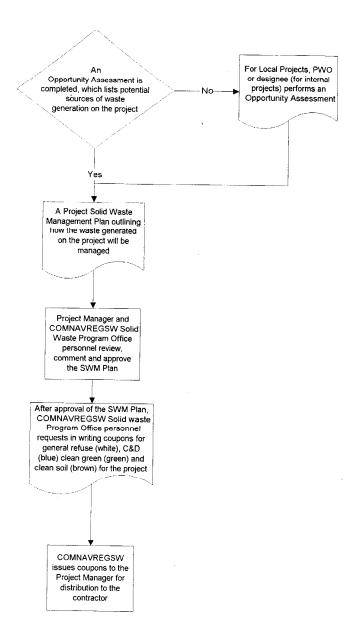
Reporting Period//	through//
Contract Number: Delivery Order Number: Contractor:	

Commodity	Amount Diverted	Where Delivered	Units (Tons/CY)
Concrete:			-
Rubble			
Block			
Asphalt			
Clean Fill			
Gravel			
Brick			
Organics			
Scrap Metal:			
Re-bar			
Steel			
Stainless			
Copper pipe			
Copper wire			
Brass			
Aluminum			
Wood			
Cardboard			
Gypsum			

Signature	
_	

NOTE: Attach weight tickets from the recycler to this form

Landfill Coupon Process Flow Chart



Construction and Demolition Debris (C&D) Awareness and Operations Training Syllabus

- 1. Introductions
- 2. What is Construction & Demolition Debris (C&D)?
 - a. Construction
 - (1) Wood (dimensional and structural)
 - (2) Drywall
 - (3) Cardboard
 - b. Demolition
 - (1) Soil/dirt
 - (2) Concrete
 - (3) Asphalt
 - (4) Rock
 - (5) Wood (dimensional and structural)
 - (6) Reusable building materials (doors, windows, sinks, cabinets, ctc.)
 - c. Land Clearing Debris
 - (1) Trees, branches, roots, brush, etc.
 - (2) Soil/dirt
- 3. C&D Debris Management within SOUTHWESTNAVFACENGCOM:
 - a. SOUTHWESTNAVFACENGCOM Instruction 5090.3
- b. SOUTHWESTNAVFACENGCOM Regional Guide Specification Sections 01573 & 01576
 - c. COMNAVREGSW Regional Solid Waste Management Instruction
- 4. Contract Preparations and Considerations:
 - a. Construction

- (1) Type of materials generated
- (2) Storage space available
- (3) Ability to reuse materials on-site
 - (a) Recycled content base aggregate
 - (b) Ground cover (mulch/compost)
- (4) Time constraints
- b. Demolition
 - (1) Type of materials generated
 - (2) Size of project
 - (a) Process and reuse on-site
 - (b) Transport off-site to recycler
 - (3) Follow on requirements (ability to use materials in later projects)
 - (4) Storage space considerations
 - (5) Housekeeping considerations
 - (6) Reusable materials
 - (7) Hazardous materials (asbestos, lead based paint, hydrocarbons, etc.)
- c. Land Clearing
 - (1) Type of material generated
- d. Record Keeping
- 5. Use of Recycled Content Materials On-site:
 - a. Recycled Content Base Aggregates (attached)
 - b. Use of Mulch
 - (1) Erosion control
 - (2) Dust suppression

- (3) Weed control
- (4) Water conservation
- (5) Soil enhancement
- (6) Aesthetics
- (7) Recycled content building materials
- 6. Why Recycle?
 - a. Tipping Fee Savings
 - b. Transportation Savings
 - c. Environmental Considerations
 - (1) Air quality
 - (2) Traffic

Construction and Demolition Debris Training Schedule (Metro Area Only)

- 1. This tentative Construction and Demolition Debris (C&D) Awareness and Operational Training schedule has been planned to provide two sessions for each focus area per complex annually. The initial training will provide background, outline current practices of diversion and direction to implement diversion on our construction/demolition projects. Subsequent training sessions will provide status to the participants on how we are attaining our goals, discuss new methods or technologies and keep the team aware of our progress.
- 2. Representatives from SOUTHWESTNAVFACENGCOM, PWC, COMNAVREGSW ISWMP office, and the City of San Diego will conduct these training sessions. The instructors will publish specific dates and meeting locations.

Month	Complex	Focus
January February March April May June July August September October November December	Mainside Coronado Point Loma	Awareness Operations Awareness Operations Awareness Operations Awareness Operations Awareness Operations Awareness Operations Operations Operations Operations